

## PRE-TRAVEL AUTHORIZATION WORKSHEET

			TRAVELER	TRAVELER INFORMATION (official or legal name only)	official or leg	jal name o	only)		
TRAVELER I	TRAVELER E-MAIL ADDRESS @nasa.gov	NAME			ORG	PHONE		PAYING ORG CODE(S)	
POC/ALTER	POC/ALTERNATE E-MAIL ADDRESS	NAME			ORG	PHONE		SEND COPY TO POC/ALTERNATE?	TERNATE?
PURPOSE OF TRIP		OSE DESCRIPTION (	PURPOSE DESCRIPTION (Name of meeting/presentation/conference/training, type of site visit, etc.)	ntation/conference/trair	iing, type of site	visit, etc.)			
				TRAVEL INFORMATION	RMATION		-		
DATE	DEPART FROM	TIME PREFERENCES	ARRIVE TO	TIME PREFERENCES	PREFERENCES	NCES		COMMENTS	
000000000000000000000000000000000000000					800000000000000000000000000000000000000		900000000000000000000000000000000000000		
DATE	EXPENSES		COMMENTS		DATE	EXF	EXPENSES	COMMENTS	ENTS
000000000000000000000000000000000000000	00000000000000000000000000000000000000			300000000000000000000000000000000000000	800000000000000000000000000000000000000	200000000000000000000000000000000000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		800000000000000000000000000000000000000
2 SP	SPECIAL ITEMS	JUSTIFICA:	JUSTIFICATION RATE/AMOUNT/ETC.	ETC.	FUNDING CODE(S) ISSUED BY ORGANIZATION BUSINESS OFFICE:	ON BUSINE	JED BY SS OFFICE:	1st Account Code	2nd Account Code
	Actual Lodging						WBS		
	Non-Contract Fare						OBJECT CLASS		
G	Special Travel Need						FUND		
ADDITIONAL COMMENT	_ COMMENT								



## TRAVEL VOUCHER WORKSHEET

TATING CRG CODE(6)
COMMENTS

ARC830 (MAR 2009)